COLCHESTER PUBLIC SCHOOLS
Application for Use of School Facilities

Facility requested _____

Name of Organization _____Date _____

Organization Contact Person_____Telephone # _____

Email_____

Address _____ Business # _____

Name of Organization Site Supervisor_____Home # _____

Requesting Use of (Check area(s) Requested):

☐	Shower Facilities	☐	Lavatories
☐	Cafeteria/Multi-Purpose Room	☐	Kitchen
☐	Auditorium	☐	Media Center/Library
☐	Classroom(s) (Specify)	☐	Parking Lot
☐	Other (Specify)		

Equipment Requested_____

Additional Setup Requested _____

Nature of Activity_____

Date(s) Requested _____/_____/_____From _____A.M./P.M., TO _____A.M./P.M.
Month Day Year / Day of Week

_____/_____/_____From _____A.M./P.M., TO _____A.M./P.M.
Month Day Year / Day of Week

(Each event, for each calendar day must be provided. Include rehearsal dates. Use the attached (1A) of this form for additional dates.)

Number of People to Attend (estimate) _____ Likely Minimum _____

The using group or individual assumes all responsibility for damage, injury, and other liabilities. The using group making application will use the facility in accordance with the Colchester Board of Education Policy, Regulations and Bylaws. The applicant shall take notice that priority for the usage of the facilities, including conflicts in scheduling and rescheduling for unforeseen circumstances, shall be: 1) School activities, 2) Scheduled community events, NON usage of the facility by the applicant for three (3) scheduled events shall lose all rights of usage in the future.

Signature of applicant_____Date: _____

Building Principal _____ **Date**: _____

Further Action by:
☐ **Request is granted**
☐ **Request is denied** **Superintendent of Schools** _____ **Date:** _____

Requests for additional equipment, special setups, security, or other agreements between the School Principal and the Applicant. Example: Storage of applicant's personal property, whether food and beverages are being provided during the event.

Signature of School Principal _____ Date _____

The undersigned agrees to repair or replace any equipment, structure or physical components of the buildings or facilities which are damaged or lost pursuant to the applicants use of the school's buildings, facilities, or equipment. Furthermore, the undersigned agrees to any special setups, additional security or to any request by the School Principal. Changes to the activity or other requests shall be in writing on this form. Non-compliance with the Board of Education's policies, regulations and/or with agreements contained in this application shall be cause for immediate revocation of the permit. This applicant shall cease and desist all activities once directed to do so by the school staff members and shall immediately vacate the premises. If no agreement and action to rectify, the hazard is forthcoming.

Signature of Applicant _____ Date _____

Required attachments:

1. Certificate of Liability/Property Damage Insurance in the amount of $1,000,000.00, naming "Town of Colchester" and "Colchester Public Schools" as an additional insured.
2. Rental charges payable to "Town of Colchester."
3. Letter setting out applicant organization's non-profit status.